

**WSDOT/ACEC-WA
Project Development Team Meeting
Conference Call
December 2, 2005**

Action Items

Action Item: Rick Smith will revise Recommendation 9 on co-location and forward it to the rest of the group with a quick turnaround. Team members should send Rick comments. Ken Smith will take the recommendation to a meeting with the project development engineers on December 7, 2005.

Action Item: Preliminary meeting and first draft should be accomplished for Recommendation 8 on Prequalification, for discussion at the next meeting. After Duncan's meeting with Bill Garrity, Rick Smith, Doyle Dilley, and Duncan Findlay will share feedback on this with the team.

Action Item: Team members should send examples of what has worked for them to Ken Smith electronically, so he can start putting them in an electronic notebook or on the Lessons Learned database.

Action Item: Lisa Reid and Mike Mariano will put together a straw dog for the Deliverable Expectation Matrix